

DLSC-LDT

February 4, 1999

MEMORANDUM FOR EXECUTIVE TEAM

COMMANDER, DEFENSE CONTRACT MANAGEMENT
COMMAND
DEFENSE DISTRIBUTION CENTER
DEFENSE SUPPLY CENTERS
DEFENSE REUTILIZATION AND MARKETING SERVICE
DEFENSE ENERGY SUPPORT CENTER
DLA EUROPE/PACIFIC
DEFENSE LOGISTICS INFORMATION SERVICE
ADMINISTRATOR, DEFENSE AUTOMATED PRINTING
AND SUPPORT CENTER
DEFENSE NATIONAL STOCKPILE CENTER

SUBJECT: General Services Administration's Airline City Pair Program

The General Services Administration (GSA) annually awards airline contracts for air transportation for government employees on official Government travel under the Airline City Pair Program. The contracts are awarded competitively based on the best overall value to the government. This best value decision is based on: type, distribution, number of flights, average flight times, and the price offered.

This GSA contract service originally covered only 11 markets but has, over the last 20 years, expanded to almost 6,000 city pairs. The airfares offered under this program average a 68% discount off comparable commercial fares, saving the Federal Government approximately \$2.65 billion annually.

In addition to the tremendous price savings, the Airline City Pair Program has many features, which allow Government travelers all the flexibility possible in planning official travel. The benefits of this service include: no advance purchase requirement, no minimum/maximum length of stay required, no Saturday night stay-over, fully refundable tickets, no charge for cancellations or changes, last seat availability, no blackout periods, one-way priced fares which allow agencies to plan for multiple destinations, and non-stop service awarded in 99% of the markets where that service is available. The fare feature averages 68% savings over the regular airline counter walk-up fares. Use of the city pair fares saves DLA travel funds.

The Airline City Pair Program is open only to Federal Government or Military employees on official government travel and cannot be used for personal travel. In addition, contractors are not allowed to utilize these fares unless they are traveling under Invitational Orders, at government expense.

Federal Government travelers cannot choose not to use the city pair contract carrier because of airline personal preference, frequent flyer clubs, etc. This is a violation of the contract. The only exceptions to use of the Airline City Pair Contract are:

- No seats/flights available in time to accomplish the purpose of the travel; e.g., the contract flight is fully booked.
- A lower priced commercial fare is available. (GSA advises the traveler to read the restrictions on the airfares carefully. Often the non-contract fares prohibit or charge for changes or cancellations, require advance purchases, Saturday stays etc. If you can live with the terms of the fare, you can use it. If you see an attractive airline rate, check the contract carrier first, to see if they will match the fare.
- Cost effective rail service is available and consistent with mission requirements. (Amtrak offers discount rates to Federal Government travelers.)

A city pair contract fare is identifiable because the designator "YCA" normally identifies the fares. Check with your Commercial Travel Office for additional information or access the GSA Federal Supply Service Airline City Pair Program website at <http://pub.fss.gsa.gov/services/citypairs/>. The "QUICK SEARCH" feature accesses fares by city name or 3-letter airport code and the "MENU DRIVEN SEARCH" provides an alphabetical listing of origin and destination cities. (All fares include the airline passenger excise tax; the Federal Government is exempt from state and local taxes.)

Please provide widest dissemination to all personnel on the Airline City Pair Program. For further information from GSA on the program, contact either Mr. Rick Figard at (703) 305-6962 or Ms. Renita Nowlin at (703) 305-7640. My point of contact is Mrs. Deborah L. Beckner at (703) 767-3622 or DSN 427-3622, or e-mail deborah_beckner@hq.dla.mil.

SIGNED (2/4/99)

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